Date

Recipient Name

Title

Institution

111 Sample Ave., Rm. 111

City, PRV A1A 2B2

Dear <title> <name>,

As a follow-up to our visit to **Name of Institution** in **Date**, I would like to invite you and your colleagues to visit us at Western University from **Date of Campus Visit**.

During your visit to Western, we would be pleased to arrange meetings with colleagues at **<names of participating faculties or departments>**, as well as any other Western representatives with whom you would like to meet.

In preparation for your visit, we invite you to complete the **Visit Request form** located on the “Visiting Western” section of our website: [www.international.uwo.ca/relations/visiting/index](http://www.international.uwo.ca/relations/visiting/index) There is also useful information regarding travel, accommodations and other activities during your visit.

**Name of key Western contact, title** will be coordinating your visit. Please contact **him/her** at **+1-519-661-2111 ext. 5555 or (email)@uwo.ca** with any questions or special requests. Should the dates of your planned visit to Canada change, please let us know at your earliest convenience.

We look forward to welcoming you to Western.

Sincerely,

Name

Title

Faculty/Department